

Planning Committee Meeting Minutes

June 28, 2023

Purpose of the Meeting

To prioritize defined long term project plans, and begin the process of costing the prioritized project components. This will be the basis of a Project Management Plan to replace the Asset Management Plan as a more viable long term planning tool by the Board and Finance Committee.

Participants: Jane Agnew, David Foy, Alan Galley, Al Malo, Paul Moore

Regrets: Bruce Catley, Patrick Dawson Rory Harley

Action items

Item	Responsibility	Timeline
Revision of long term harbour plan document to reflect priorities	Galley	
Design and construction estimate for inner East Dam Wall		
Design and construction estimate for Sherwood Point retaining wall and gate storage structure		
Sonar profile estimate for Western Berm		
Estimate for Sherwood Point shore armouring		
New ramp estimate?		
Mooring committee recommendations with cost estimates		
Inner harbour wall design/construction estimate		
Revision of AMP with harbour plan	Galley, Moore, Tivey	

Meeting Summary

- Report from Paul Moore that the Finance committee is actively discussing long term funding mechanisms for needed capital projects. Revision of the AMP into a more robust project management plan is key to helping the Finance Committee develop longer term financing plans.

- The Planning Committee is expected to take the lead in hard number costing of priority listed capital projects. This will be done in coordination with the Business Manager and Finance Committee.
- Further committee discussion resulted in the following priority capital project plan:
 1. *East Dam Wall stabilization*, which would include:
 - Reinforcing the inner harbour wall, and
 - Decreasing the slope of the outer wall. Discussions are ongoing with Baird Consulting to develop a multi-component project design.
 2. *Sherwood Point Stabilization*, which includes:
 - Sonar profile out from shoreline from Sherwood Point to north end of the Western Berm
 - Armouring 30-40 m of shoreline with coarse rip rap. Cost will depend on offshore depth profile.
 - Building a 30m long concrete wall that must include storage structures for the harbour gates to rest on when not in use.
 - Possibly restoring/replacing the existing ramp. This structure is used primarily for SARS boat launch when the gates are in and for a Sailing School swimming location.
 - Most likely around \$250K.
 3. *Western Berm Stabilization*:
 - Armour the shore with additional coarse rip rap.
 - Estimate up to \$750K.
 4. *Dock buy-out program* (estimated at \$230K):
 - To have in place a financial plan for dock maintenance, and new pods for expansion and replacement it would be easiest to buy out the existing rental contracts and place all dock users on an annual fee structure.
 5. Reinforce inner harbour walls:
 - Can be done either as one season of wall construction or a multi-year series of modules based on structural priorities.
 - Planning must include wire conduits for placing electrical pedestals on the floating dock pods.
 - No estimate to date
- One possibility is to have a single company as an overall harbour project manager to coordinate the various long term project components.
- A very rough estimate of costs for the first four project priorities is \$3M. A more concrete estimate will require more formal contractor design and building estimates.
 1. One suggestion to support such a cost would be to segregate boat owners' annual contribution to the restricted fund to cover annual payments for such a long term loan.
- Remaining capital projects include:
 - New building to consolidate harbour maintenance facilities.
 - Updated electrical harbour grid.

Next Planning Committee meeting will be July 12.